

ADMINISTRATIVE MESSAGE

ROUTINE

R 241206Z MAY 02 ZYB MIN ZYW PSN 927641J29

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

UNCLAS //N01160//
NAVADMIN 154/02

MSGID/GENADMIN/N1//

SUBJ/ANNUAL RECERTIFICATION OF SPECIAL DUTY ASSIGNMENT PAY (SDAP)//

REF/A/DOC/DOD/14JUN1996//

REF/B/DOC/OPNAVINST/28MAY1987//

REF/C/RMG/CNO WASHINGTON DC/142146ZFEB2002//

NARR/REF A IS DODINST 1304.27, AWARD AND ADMINISTRATION OF SDAP.
REF B IS OPNAVINST 1160.6A, ENLISTED BONUS AND SDAP PROGRAMS. REF C
IS NAVADMIN 036/02 PARTS 1 AND 2, SDAP AWARD LEVEL PLAN EFFECTIVE
15FEB02.//

RMKS/1. BACKGROUND. REFS A AND B REQUIRE AN ANNUAL ELIGIBILITY
RECERTIFICATION NLT 31 AUG 02 FOR EACH SERVICEMEMBER RECEIVING
SDAP. FAILURE TO MEET RECERTIFICATION DEADLINE WILL TERMINATE SDAP
RETROACTIVELY TO 1 JUN 02 IN ORDER TO PRECLUDE PAYMENTS TO
INELIGIBLE PERSONNEL (REFS A AND B REFER). REF C IS THE SOURCE
DOCUMENT TO VERIFY AGAINST COMMAND'S EDVR. SERVICEMEMBERS ARE
AUTHORIZED TO DRAW ONLY THE SDAP ENTITLEMENT LISTED ON THE EDVR.

2. ELIGIBILITY. IAW REF B, SERVICEMEMBER MUST:
A. BE QUALIFIED TO FILL THE SDA BILLET; AND
B. BE ASSIGNED TO THE SDA BILLET (NOT IN EXCESS). EXCEPTION:
EXCESS NUCLEAR-TRAINED PERSONNEL IF THEY MEET REF C REQUIREMENTS.

3. PROCEDURES.
A. FORWARD AN ANNOTATED COPY OF EDVR, SECTION 4 ONLY, BY MAIL
OR FAX TO NAVY PERSONNEL COMMAND (PERS 811), 5720 INTEGRITY DRIVE,
MILLINGTON TN 38055-8110, FAX: (901) 874-2623 DSN 882.
B. DO NOT SEND SECTION "SP" OF THE EDVR FOR ANNUAL SDAP
RECERTIFICATION PURPOSES.
C. ANY CHANGES TO SDAP RECIPIENTS MUST BE ANNOTATED ON SECTION
4 OF THE EDVR. ANNOTATE REFERENCE BY WHICH CHANGES WERE MADE, I.E.,
DMRS/SDS/NSIPS ENTRY WHICH ADDED OR DELETED MEMBER AS SDAP RECIPIENT.
D. COMMANDING OFFICER'S SIGNATURE TO CERTIFY THE REPORT MUST BE
ON THE EDVR COPY THAT IS FORWARDED TO PERS-811. BY DIRECTION
SIGNATURES ARE NOT AUTHORIZED. ENDORSEMENT MUST READ: "I
HAVE REVIEWED AND CERTIFY MEMBER'S ELIGIBILITY FOR SDAP."

4. POC IS PN1 JONES, PERS-811, (901) 874-3207/DSN 882 OR E-MAIL:
P811F1@PERSNET.NAVY.MIL.

5. RELEASED BY VADM NORB RYAN, JR., N1.//